

**Tendering as a consortium is essentially a business arrangement between two or more organisations. To help you to decide if tendering as a consortium is appropriate for your organisations we have set out some "Golden Rules" for guidance.**

**The TFC Twelve Golden Rules for Tendering as Consortium as follows:**

- Involve the Board of Governance/Trustees in plans for consortium development from an early stage;
- Check the financial standing of all of the other potential consortium members;
- Avoid breaking Competition Law in planning the services to be delivered by the various consortium members;
- Obtain legal advice from a procurement specialist from an early stage in the development of the consortium;
- Allow sufficient time for the consortium to develop prior to tendering – nine months is a reasonable guide, but this may take longer;
- Allocate sufficient resources for effective consortium development including staff time;
- Ensure that all consortium members are able to demonstrate sound ethical governance and business probity at Board level;
- Identify, address and insure all areas of risk throughout the consortium;
- Ensure that the consortium as a whole has the ability to deliver all elements of the contract as specified in the tender;
- Make sure that evidence is available which demonstrates that the individual members and the consortium as a whole has the capacity and capability to deliver the contract as specified;
- Put in place both an Information Sharing Agreement and a Confidentiality Agreement which all potential consortium members must sign before entering into any discussions regarding matters relating to the consortium;
- Obtain confirmation from all levels of management in your organisation, including governance, that you are happy to work with each of the other potential consortium members and that there are no risks which might arise from working in a close and integrated way or by association.

